

**Tyngsborough Sewer Commission**  
**Meeting Minutes**  
**January 10, 2013 6:00 pm**  
**Location: Tyngsborough Town Hall, Inspectional Dept.**

**Commissioners Attending:** Jeff Hannaford (JH), Gerry Foley (GF), Fred Perrault (FP)  
**Also attending:** Allen Curseaden, Superintendent, Caryn DeCarteret, Administrator

**Call to Order**

The meeting was called to order by Jeff Hannaford at 6:00 PM.

**Item 1) Citizens' Time**

None

**Item 2) Administrator's Report** (copy of report attached)

1. Minutes from 12/13/12 for approval:  
*Motion to approve the minutes from 12/13/12 as written was made by GF. Second: FP.*  
*The motion carried 3-0-0*
2. Revenue and Expenditure Reports vs budget FY 2013 to date:  
The Commissioners reviewed the status of the updated expenditures and revenue to date. Discussion regarding the status of the budget for FY 14. The budget is complete with the exception of Capital Improvement figures from the Superintendent and Town Hall reimbursement figures from the Treasurer's Office.
3. Commitment#22 – 2<sup>nd</sup> half FY 2013, Covenant  
*The Commissioners signed the commitment.*

**Item 3) Superintendent's Report** (Copied from attached report)

Superintendents Report

1-10-13

1. Performed inspections at the pump stations as required. Generators are tested every Wednesday along with control panel inspections.
- 2 Lighting upgrades at Coburn Rd. inside building planned for next week.
3. Service floats at stations inspect wet wells.
4. Prepare bid information for Sequoia Drive force main upgrade.

Thank you.

Allen Curseaden

The Superintendent informed the Commissioners that he would be putting the Sequoia force main out to bid. He wanted to be sure to add it to the capital improvement budget for FY 2014 in case it was not completed within FY 2013. GF asked what the value of the force main was expected to be. AC informed the Commissioners that he expected it to range between \$20,000 and \$30,000. GF felt that there should be a procurement policy for the department and stated that he would like to review all bid packages before they put out to bid. GF asked if it would be prevailing wage. AC stated that it would.

The Superintendent also listed the purchase of a shop under capital improvements as he felt that the Sewer Department was wasting money renting the space it is in now. The Commissioners and Superintendent discussed possible locations in other Town owned properties including the Lakeview Avenue Fire Station and the Community Center.

The Superintendent and the Commissioners also discussed other capital improvement line items including manhole repair and replacement and Audrey Avenue repairs from the proposed FY 2014 budget. JH felt that the Audrey Avenue repairs could be listed under O&M. AC informed the Commissioners as to the extent of the repairs which would be needed to address the water infiltration at the back of the building and the need for an electrical disconnect outside of the building. JH asked if there had been much spent in the FY2013 repairs & maintenance budget. AC said that he hadn't really spent much as he prefers to be frugal til the later half of the fiscal year so that if there are any big ticket items that arise, the department is able to cover the expense.

AC also informed the Commissioners about a concern with the warrant for fuel usage in which the different departments were all charged \$5.845 per gallon. He spoke with the Town Administrator and is awaiting and explanation from the Interim Town Accountant.

GF asked about the Special Employee designation. The Sewer Administrator informed him that she had spoken with the Town Administrator and he said that neither the Commissioners nor the Superintendent were considered Special Municipal Employees. The Sewer Administrator is considered a Special Municipal Employee because she was in an elected position prior to becoming employed.

**Item 4) Correspondence**

None

**Item 5) Complaints**

None

**Item 6) New Business**

None

**Item 7) Old Business**

None

**Item 8) Adjournment**

*Motion to adjourn at 7:50 pm was made by FP. Second: GF. The motion carried 3-0-0.*